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2

Getting Started in DAP

Overview This chapter introduces you to helpful features used in the Development Application Processing (DAP) system. The overall layout of DAP windows is described, including specific window components that you will use to enter and edit information, as well as track applications.

Procedures are included for logging into DAP with your unique ID and password and the proper way to exit DAP.

Once you review the basic functions and techniques covered in this chapter, you will be able to navigate and use any window in DAP.

Key Points

This chapter describes installation procedures, and discusses functionality found in the Development Application Processing (DAP) system:

- Logging into DAP;
- Exiting DAP;
- Using DAP windows;
- Navigating DAP windows;
- Entering and editing information in DAP;
- Using alternative command buttons; and
- Accessing DAP online help.


2.1 Starting and Exiting the DAP Application

The procedures in this section explain how to startup the DAP application and logon with your assigned user ID. Information for ending a DAP work session and returning to your desktop is also included.


2.1.1 Starting DAP

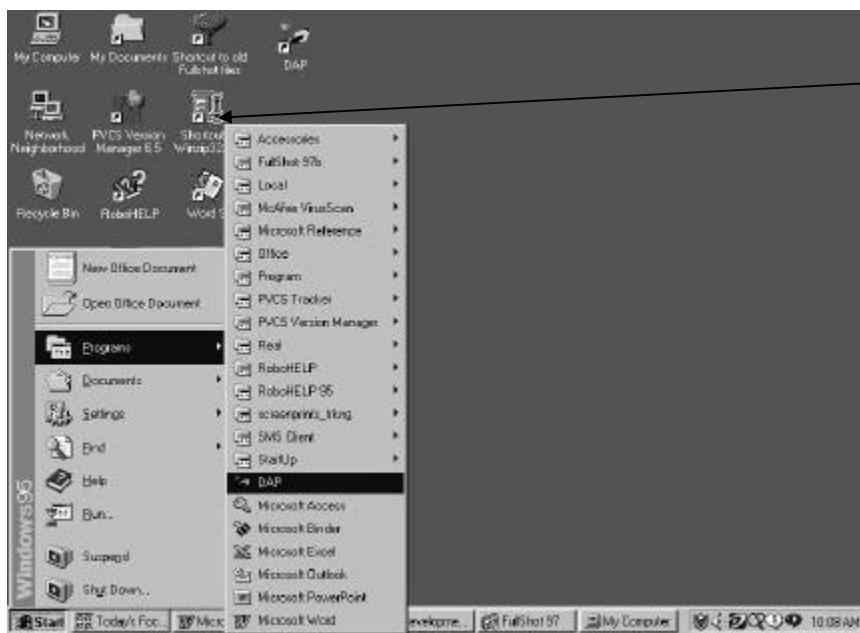
The DAP application is accessed from your HUDware II desktop. Before beginning, be sure to obtain a DAP user ID.

To start the DAP application:

Double-click on the DAP icon  on your HUDware II desktop, and the **DAP Main** window displays with the **Logon** window open.

OR

1. Click on , which is located in the lower left corner of your desktop (Figure 2-1), and the **Start** menu displays.



Start button

Figure 2-1. HUDWare II Desktop

1. Select **Programs** to display the menu options.
2. Click on **DAP** to start the application. The **DAP Main** window displays with the **Logon** window open.

2.1.2 Logging onto DAP

Two windows display after you start the DAP application, the **DAP Main** window and the **Logon** window. The **DAP Main** window is where you access all DAP subsystems for processing and tracking applications. This window is initially inactive and inaccessible. The **Logon** window is a pop-up window that the system displays for you. Use this active window to enter your user logon information. After you successfully logon, the **DAP Main** window becomes active.

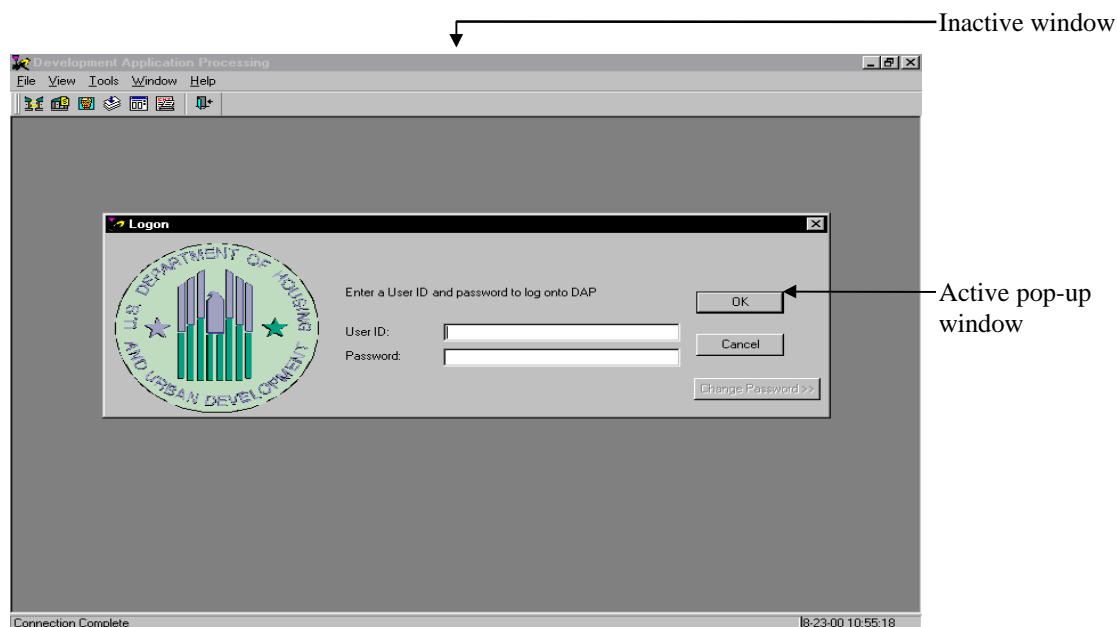



Figure 2-2. DAP Logon Window

To log onto DAP:

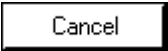
1. Startup the DAP application (refer to Section 2.1.1, Starting DAP), and the **DAP Main** window displays with the **Logon** window.
2. Enter your user ID.

Alternative Option

Click on  to exit DAP, and the HUDware II desktop displays.

3. Enter your password.

Alternative Option

Click on  to exit DAP, and the HUDware II desktop displays.

- Click on to execute the logon; the **Logon** window closes, and the **DAP Main** window becomes active.

Alternative Option

Click on to exit DAP and return to your desktop.

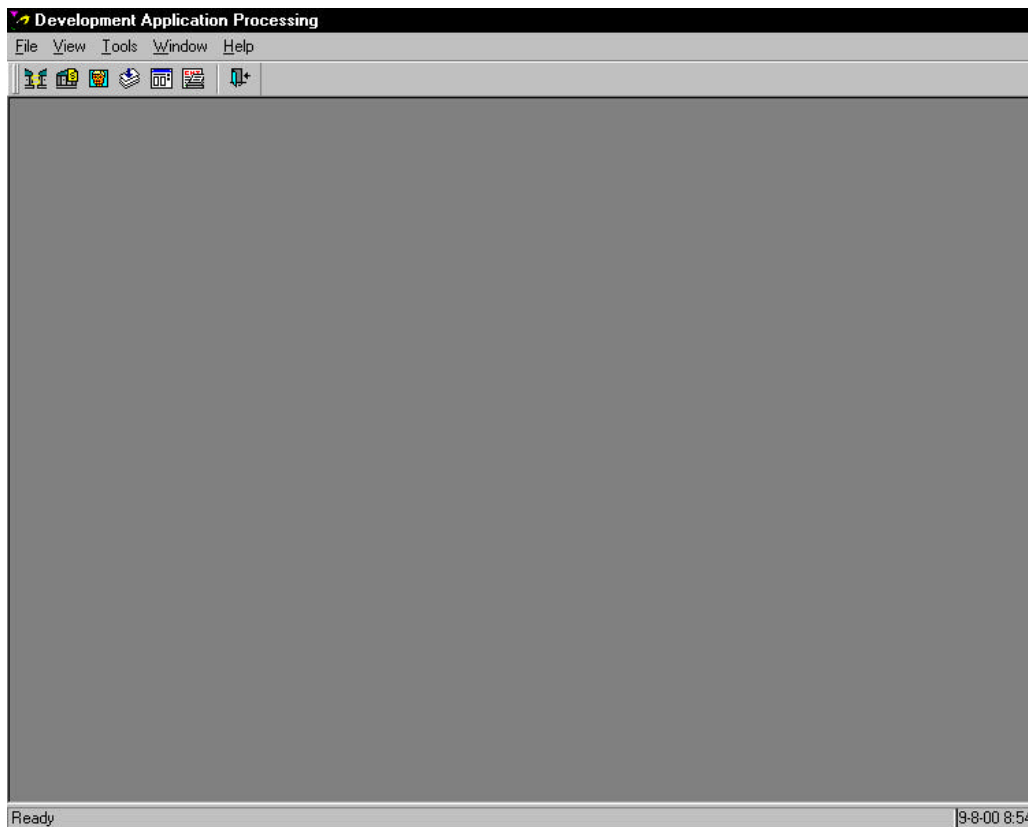


Figure 2-3. DAP Main Window

2.1.3 Exiting DAP

DAP is designed to close all subsystem windows during the exit procedure. If applicable, you should save all entries before exiting. However, if you do not save your work, a dialog window will display, giving you the option to save.

To exit DAP:

1. From the **F**ile menu, select **E**xit. A dialog box (Figure 2-2) displays asking whether or not you want to exit the application.

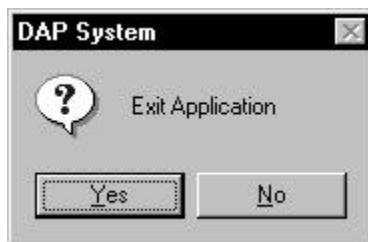



Figure 2-2. Exit DAP

2. Click on  to exit DAP and return to your desktop.

Alternative Option

Click on  to remain logged onto DAP, and the dialog box closes.

2.2 Security and Level of Access

The security features in DAP allow different levels of access to the system. Viewing sensitive financial information is restricted by level of access. While all DAP users can view project information, only those with authorization can make assignments and enter new applications.

2.2.1 Changing Your Password

When your password expires, a dialog box will prompt you to change it. The **Password Change Notification** window (Figure 2-3) displays on top of the **Logon** window. This notification should display after you logon.



Figure 2-3. Password Change Notification Window

To change your password:

1. Click on to close the notification window, and the **Logon** window displays.
2. Enter your *User ID* and *Password*, and the button becomes active.
3. Click on , and two fields display at the bottom of the **Logon** window (Figure 2-4).

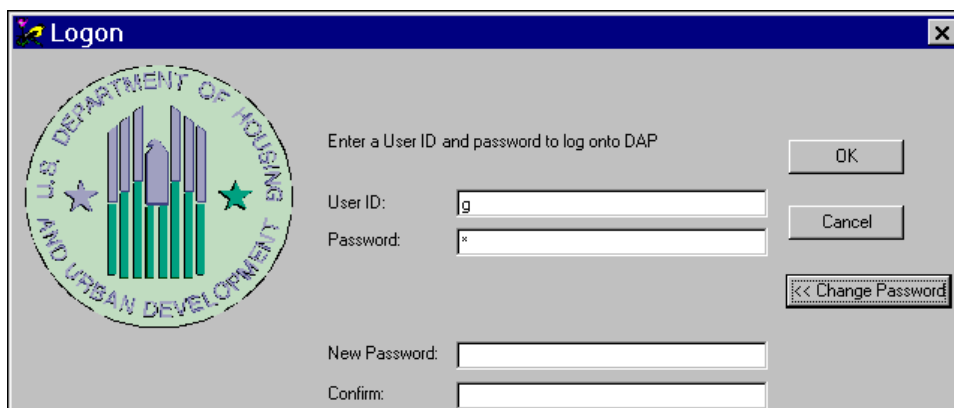


Figure 2-4. Change Password on the Logon Window

4. Enter your new password in the *New Password* textbox.

5. Enter your new password in the *Confirm* textbox.
6. Click on ; the **Logon** window closes, and the **DAP Main** window becomes active.

2.2.2 User Access

Table 2-1 shows the access levels required to perform various DAP functions. Specific personnel at each lender office are responsible for entering users into the DAP system and granting them access at the appropriate level. Refer to Appendix C, Security Access, for more information.

Table 2-1. Access to DAP Functions

Function	MAP Discipline Assignor	MAP User
Create assignments across offices.	X	
Create assignments within office.	X	
Enter new applications.	X	
Can be assigned work tasks/ assignments.	X	X
Update work tasks assigned to self .	X	X
Update Tracking data.	X	
View sensitive financial information.	X*	X*

* The user is assigned to a specific discipline.

2.3 Using DAP Windows

The **DAP Main** window and the subsystem windows are the primary type of windows used in DAP. Two or more windows can be opened within a subsystem, and the viewing size can be changed. Also, the format of data in some windows can be altered to change the way it displays. This section explains the window components, data entry and editing techniques, and how to move (or navigate) between open windows. You can use this information to help process applications and manage projects in DAP.

2.3.1 DAP Main Window

The **DAP Main** window is the starting point for entering, processing, and tracking applications. You can verify whether an application already exist in the system, enter a new application, and look up participants. You can also generate and print system reports from the **DAP Main** window.

2.3.1.1 DAP Main Window Components

The window components most frequently used on the **DAP Main** window are labeled in Figure 2-5 and described in Table 2-2. When the **DAP Main** window first displays, the **Logon** pop-up window is open and active, as indicated by its bold menu bar. The **DAP Main** window becomes inactive and inaccessible, as noted by its grayed out title bar (see Figure 2-5). After logging on, the **Logon** window closes, and the **DAP Main** window becomes active.

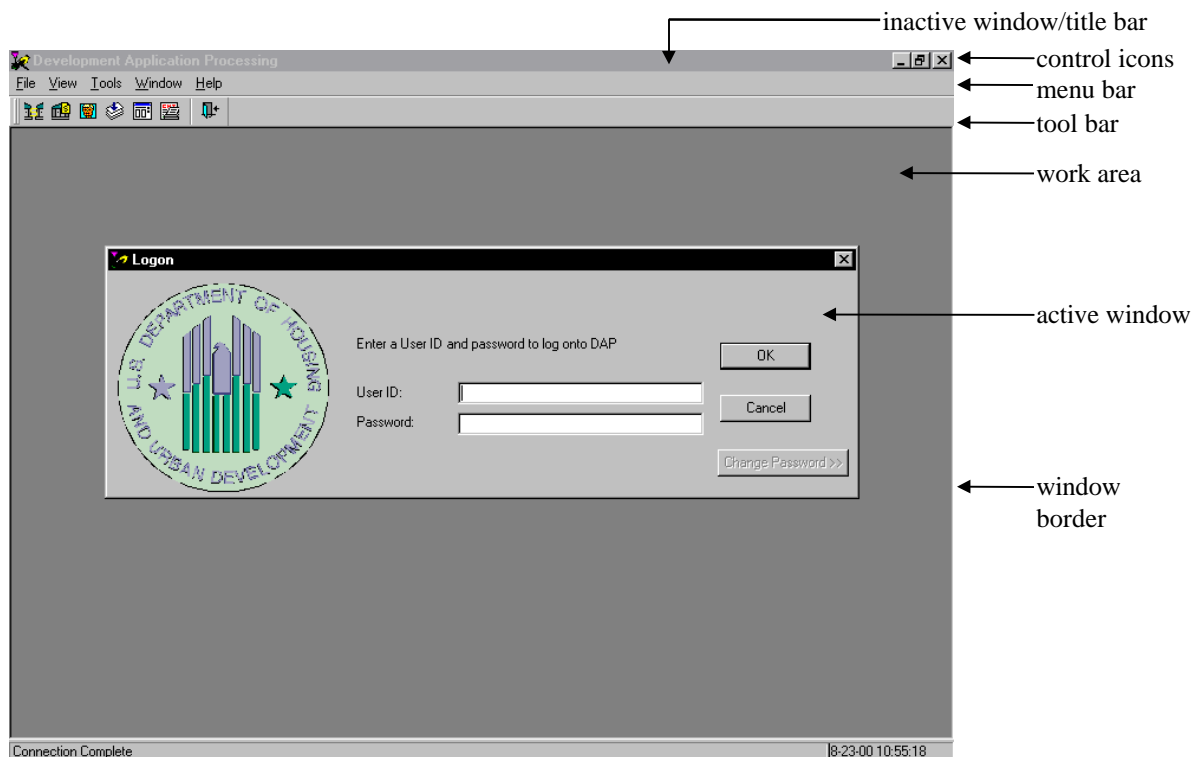










Figure 2-5. DAP Main Window Components

Table 2-2. Description of Main Window Components


Window Components	Description
Control Icons	Allows you to reduce  , enlarge  , or close  the DAP Main window and related dialog boxes and pop-up windows.
Dialog Box	Provides information  , questions  , and warnings  that must be acknowledged or acted upon before you can proceed.
Menu Bar	Provides a drop-down list of menu options on the DAP Main window, for performing tasks and functions in DAP's subsystems (see Section 2.3.1.2, Menu Bar and Toolbar, and Section 2.3.2, Subsystem Windows).  <i>Note: The menu bar and menu options in DAP change based on the DAP window that is open and your level of access.</i>
Title Bar	Displays the name of the window and control icons for the window and also denotes whether a window is active or not.
Toolbar	Displays buttons that you can use as a short cut to accessing a menu option. For a description of the DAP Main Window menu options, see Section 2.3.1.2, Menu Bar and Toolbar.  <i>Note: The toolbar that displays will be based on the DAP window that is open.</i>
Window (active and inactive)	A bold title bar indicates a window is active and accessible. An inactive window is <i>grayed out</i> and cannot be accessed as long as an active window or dialog box is open.
Window Border	Displays information inside a framed box on your desktop. You can reduce the size of the monitor's viewing area if you cannot see all information in a window (see Section 2.3.4, Changing the Monitor Display).
Work Area	A block of space located below the toolbar used to display and work in DAP's subsystem windows.

2.3.1.2 Menu Bar and Toolbar

The menu bar, which is located under the title bar, displays menu options for processing DAP applications. The **DAP Main** window's menu bar and options are described in Section 2.3.1.2.1. The menu bar and options will change based on the subsystem that is open and also based upon your level of access. Refer to the appropriate chapter in this guide for a description of each subsystem's menu bar and menu options.

A drop-down list contains menu options associated with the selected menu title. The symbols in Table 2-3 may display next to the options. Menu options that display in gray are not functional and cannot be selected.

Table 2-3. Menu Option Symbols

Symbol	Description
	A triangle to the right of a menu option indicates a cascading submenu of additional options.
...	An ellipsis to the right of a menu option indicates additional information is required before a menu option can be executed.
✓	A check mark to the left of a menu option indicates that the menu option is selected and active. You can click on the option to turn it on or off.
•	A dot to the left of a menu option indicates the option is selected and active.

2.3.1.2.1 Menu Bar and Options

The menu options listed below display on the **DAP Main** Window (Figure 2-6 through Figure 2-9). Menu options that display in bold are active and can be used.

File Menu

- **N**ew—**P**rocessing—opens the **New Processing—Application Search** window,
- **O**pen—displays the **A**dministration, **P**articipants, or **T**echnical **P**rocessing windows,
- **S**ecurity **M**aintenance—allows you to enter new users and establish security levels, and
- **E**xit—exits the application.



Figure 2-6. File Menu - DAP Main Window

View Menu

- **Reports**—displays a list of DAP reports that you can generate and print.



Figure 2-7. View Menu - DAP Main Window

Tools Menu

- **Customize Toolbars**—allows you to rearrange the Toolbar buttons.



Figure 2-8. Tools Menu - DAP Main Window

Window Menu

This menu option are not active on the **DAP Main Window**.

Help Menu

- **Help Topics** - opens the online Help file (see Section 2.5, DAP Online Help).
- **About** - displays DAP system version and database connectivity information.



Figure 2-9. Help Menu - DAP Main Window



Note: The menu bar and menu options in DAP change based on the DAP window that is open and level of access.

2.3.1.2.2 Toolbar








The toolbar, which is located under the menu bar, provides an alternate way to quickly access frequently used menu options. The active and inactive icons that display in the toolbar will vary based on the window or subsystem you open. The icons for the **DAP Main Window** toolbar are illustrated below in Figure 2-10. Refer to the appropriate chapter in this guide for a description of other toolbar icons.




Figure 2-10. Tool Bar for Main DAP Window

The following table describes the toolbar icons.

Table 2-4. DAP Main Window Toolbar

Icon	Function
 New Processing	Opens the New Processing Tracking - Application Search window to verify the new application is not already in DAP before entering it.
 Administration	Opens the Application Search window to search the DAP database for an application already entered into DAP.
 Participants	Opens the Participants Search window
 Technical	Opens the Assignment Search window to search the database for applications by type of assignment (e.g., A&E, Cost, Valuation, and Mortgage Credit).
 Cost Comparables	Opens the Cost Analysis - Comparables Selection Criteria to select an existing comparable or enter a selection criteria.
 Reports	Opens the Reports List window where you can select a report to generate.
 Exit	Closes the DAP application and returns to the desktop.

 *Note: The toolbar in DAP changes, based on the DAP window that is open and level of user access..*

2.3.2 Subsystem Windows

There are five subsystems or disciplines that display in the work area on the **DAP Main** window. Each subsystem has a main window and additional detail windows for performing specific tasks, which you can use to create, track and process applications for mortgage insurance.

- (1) Tracking Administration - Enter a new application, update data for all applications, enter status/progress of project, assign A&E, Cost Analysis, Valuation, and Mortgage Credit disciplines to staff, and monitor progress of analytical work.
- (2) A&E (Architectural and Engineering) Analysis - Document the physical characteristics of a property and the property's units.
- (3) Cost Analysis - Document the hard costs of a proposed project.
- (4) Valuation - Determine the worth of a property and amount of insurance needed.
- (5) Mortgage Credit - Allocate monies to insure the property.

2.3.2.1 Window Components

Figure 2-11 illustrates how a subsystem window displays in the work area on the **DAP Main** window. Both the **DAP Main** window and subsystem window are active. The **DAP Main** window, subsystem windows, and their detail windows each have a title bar and one or more control icons. Most subsystem windows have a view-only header, which displays the project name and number.

When another window displays in DAP, it becomes the active window that you can work in. All other open windows become inactive and inaccessible.

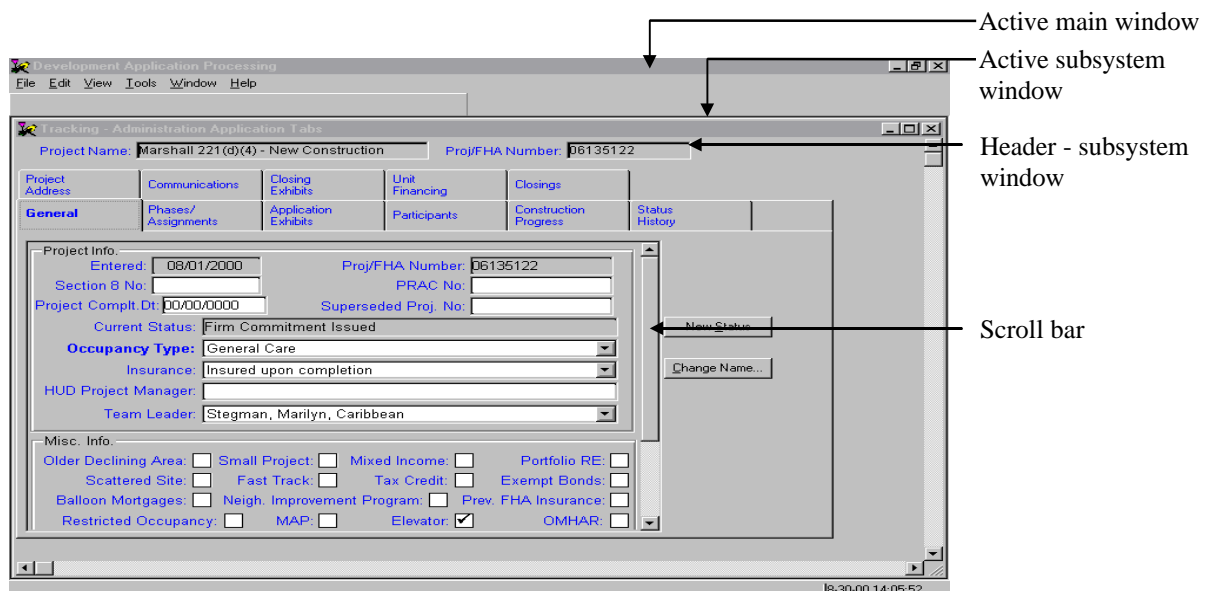










Figure 2-11. Subsystem Window Components

Table 2-5. Description of Subsystem Window Components

Window Components	Description
Control Icons	Allows you to reduce a window  , enlarge a window  , or close a window  . Located in the title bar. Also see Section 2.3.3, Managing DAP Windows.
Dialog Box	Provides information  , questions  , and warnings  that must be acknowledged or acted upon before you can proceed (see Figure 2-3 for an example of a warning dialog box).
Header	Appear on most subsystem windows and displays standard information about the selected project (e.g., the project number and name).
Menu Bar	Provides a drop-down list of options for completing tasks and functions. Inactive options are not functional and cannot be selected. For a description of the DAP Main Window menu options, see Section 2.3.2.2, Menu Options and Toolbar.  <i>Note: The menu bar and options that display are based on the DAP window that is open.</i>
Mouse Pointer	DAP requires the use of a two-button mouse: the left button selects items, words, and options, and the right button is a shortcut to displaying menu options (see Section 2.4.2, Editing Data).
Scroll Bars	Use horizontal and/or vertical scroll bars to display information when work extends beyond the work area in windows, tables, and columns.
Title Bar	Displays the name of the window and control icons for the window and also denotes whether a window is active or not.
Toolbar	Displays buttons that you can use as a short cut to accessing a menu option. For a description of the DAP Main Window menu options, see Section 2.3.1.2, Menu Bar and Toolbar  <i>Note: The toolbar that displays is based on the DAP window that is open.</i>
Window (active and inactive)	Active window: Displays a bold title bar. Any task you perform will affect the active window. Inactive window: Displays as grayed out title bar.
Window Border	Displays information inside a framed box on your desktop. You can reduce the size of the monitor's viewing area if you cannot see all information in a window (see Section 2.3.4, Changing the Monitor Display).
Work Area	A designated space for displaying and processing information. DAP displays each subsystem's main window and subsequent detail windows. Each window has a title bar and some or all control icons. See Figure 2-11. Subsystem Window Components.

2.3.2.2 Menu Options and Toolbar

The menu options and toolbar on the **DAP Main** window are different for each subsystem. Selecting menu options from the **DAP Main** window affect all subsystem windows. Refer to the appropriate chapter in this guide for a description of menu options and toolbars for subsystems.

2.3.2.3 Data Format: Tabs, Folders, and Tables

DAP uses several distinct formats for displaying information in the subsystem windows. On certain subsystem windows, you can sort data and adjust formats to enhance the display. This section describes the components and explains how you can use them to while viewing, entering, and editing applications.

Tabs and Folders

In addition to the standard window components, DAP uses tabs on index-like folders to display different types of data (Figure 2-12). The system displays one tab by default, as noted by the tab's name in bold letters. For example, when you open the Tracking Administration subsystem, the General tab is selected. The remaining tabs and folders are stacked behind the open folder. You can only display one tab/folder at a time. To select a tab, click on it.

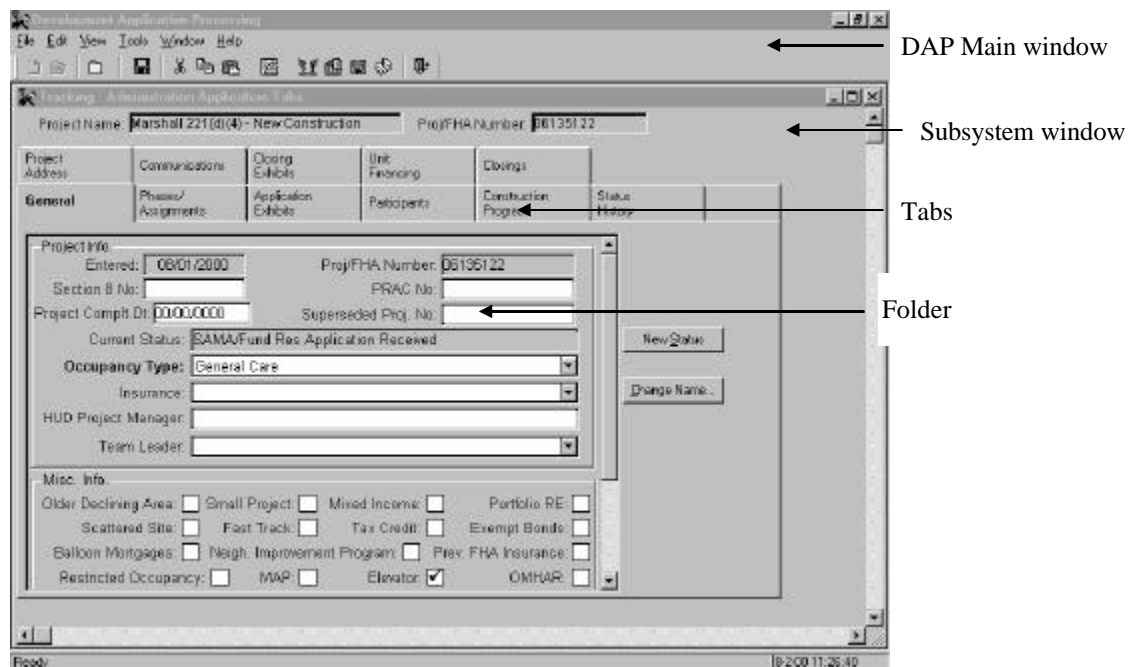


Figure 2-12. Tabs and Folders

Table Format

In addition to the tab and folder format, tables are often used to present data in DAP. Line items in some tables contain detail information that you can access by double clicking on the item. You may change column widths and also sort data in a table in ascending or descending order (alphabetical or numerical), based on the column selected. Figure 2-13 is an example of an unsorted table.

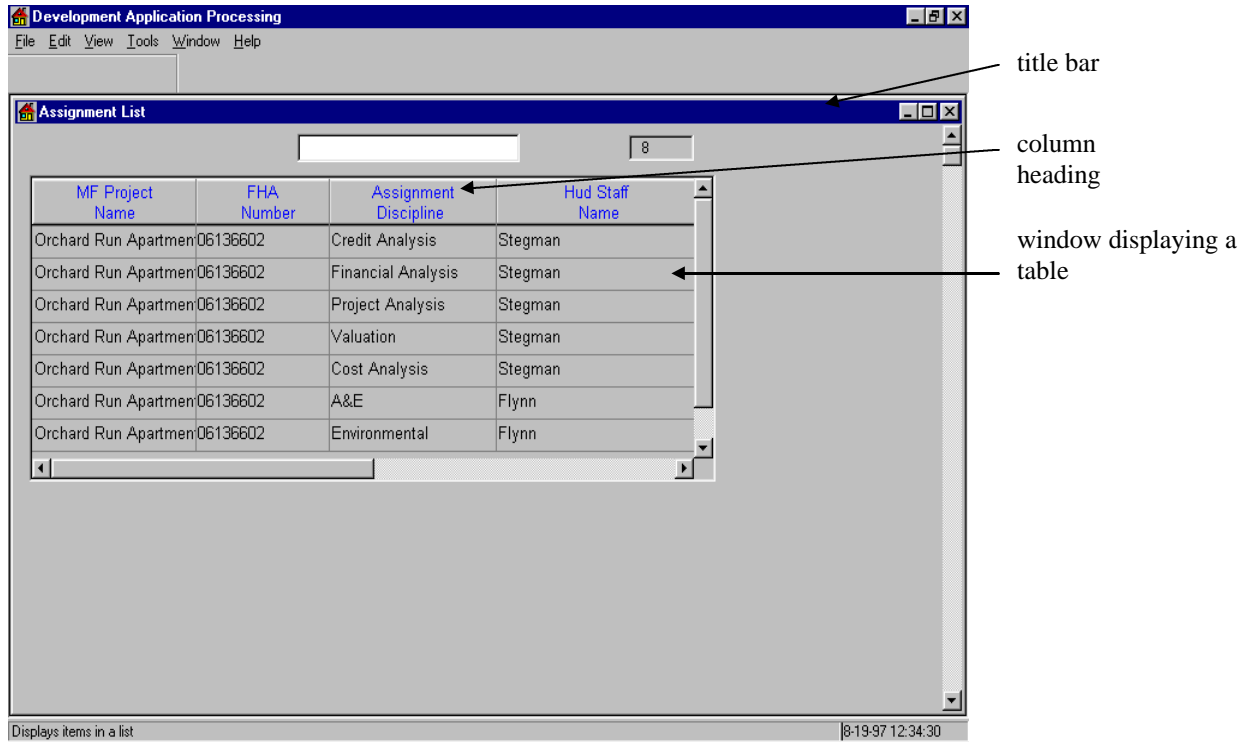


Figure 2-13. Unsorted Table

To size a column:

1. Place the mouse pointer on a column divider (Figure 2-14), and the cursor changes to a double arrow (↔)
2. Click and hold the left mouse button and drag the column divider to a new location.
3. Release the mouse button, and the new width is accepted by the system.

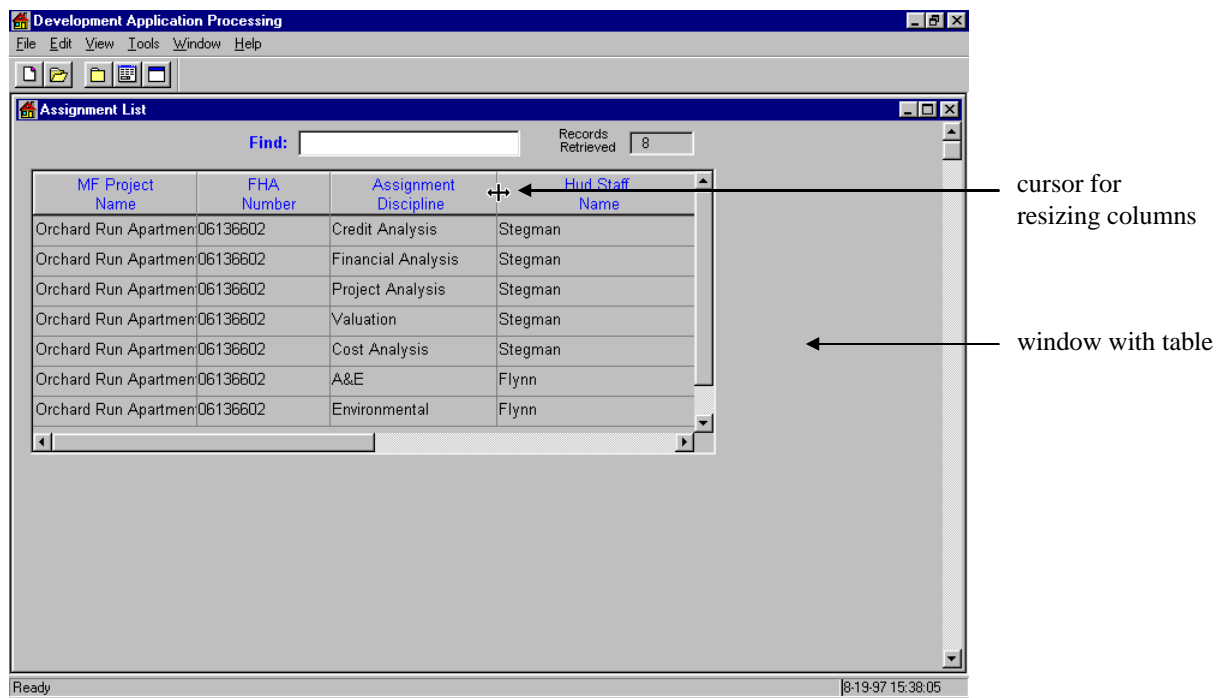


Figure 2-14. Resizing a Column

To sort table entries:

1. Click on the column heading. The table reorders the data alphabetically (from A to Z), as shown in Figure 2-15, or numerically (low to high).
2. Click on the same column heading again to reverse the sort sequence (from Z to A or high to low).

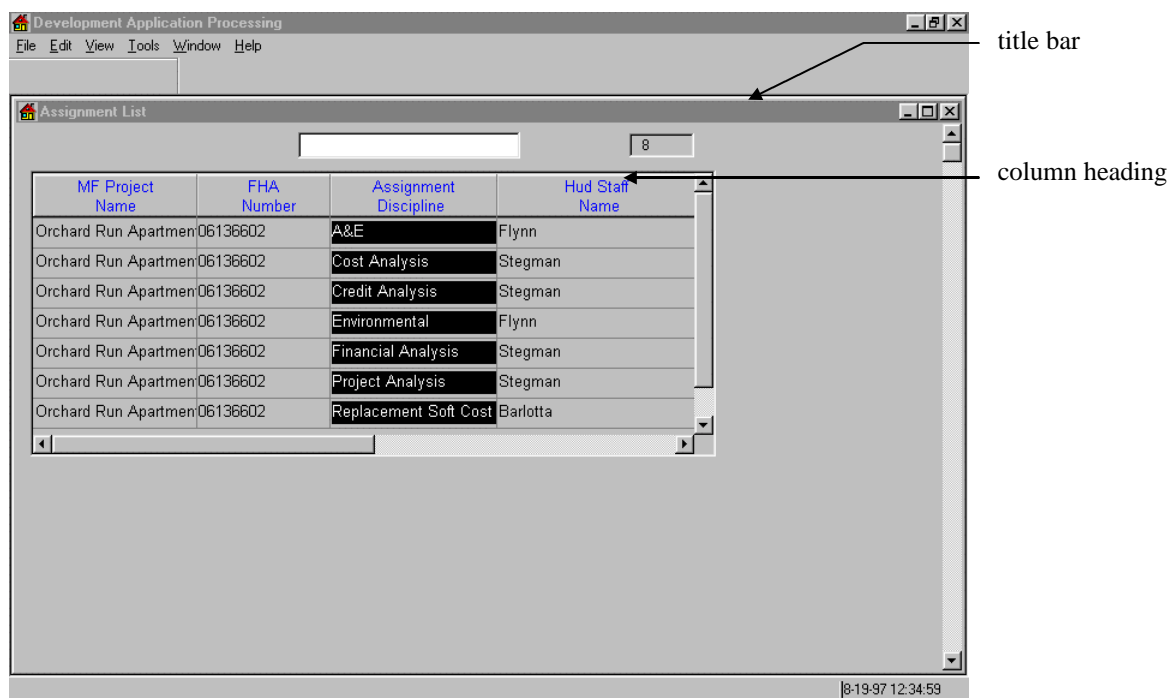


Figure 2-15. Sorting a Column


2.3.3 Managing DAP Windows

Often you will have two or more subsystem windows open at the same time. This section explains how to reduce, enlarge, and move open windows to enhance your view of the information in DAP.

2.3.3.1 Maximizing, Minimizing, and Closing Windows

DAP allows multiple windows to be opened simultaneously. These windows can overlay one another or be displayed side-by-side. To view or access a particular window, you need to know how to move and manipulate windows.

To maximize a window:

Select  (the Maximize control icon). The window enlarges (Figure 2-16).



Note: When a window is maximized, it is the only window that displays on the screen.

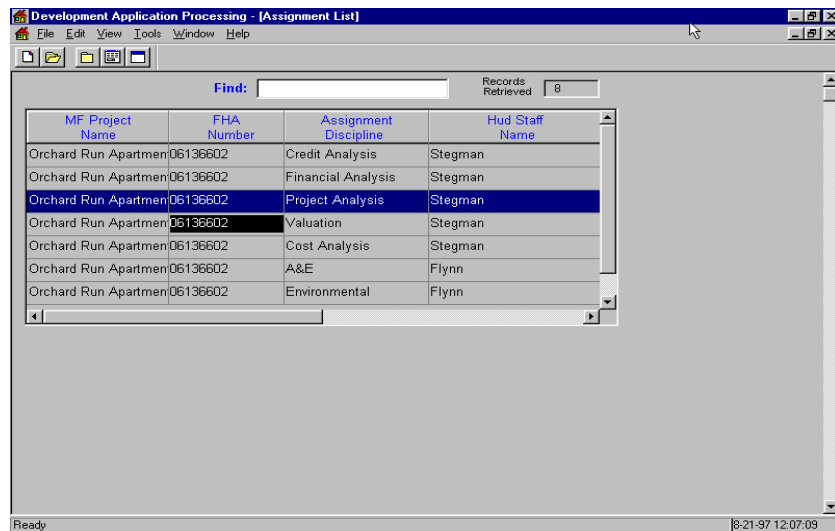



Figure 2-16. Maximized Window

To minimize a window:

Select  (the Minimize control icon). The window is reduced to a truncated title bar at the bottom of the **DAP Main** window (Figure 2-17).



*Note: If you are minimizing the **DAP Main** window, the window is reduced to a truncated title bar at the bottom of your desktop window.*

To minimize all open windows:

On the menu bar, select **Window**, and then select the **Minimize All Windows** option.

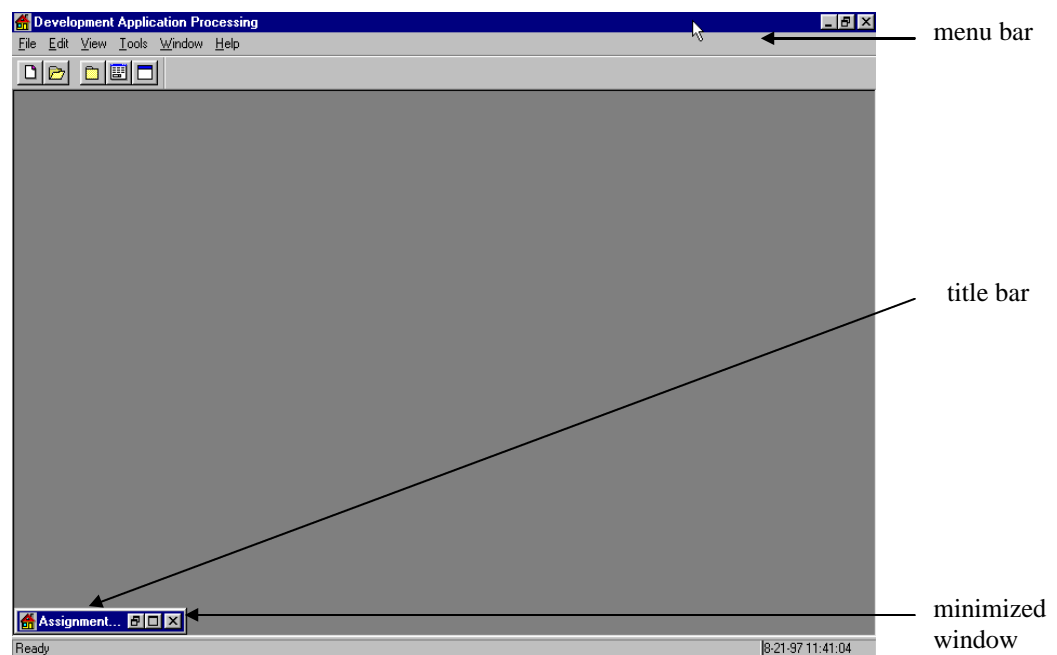


Figure 2-17. Minimized Window


To close a window:

From the **File** menu, select **C**lose.

OR

From the toolbar, click on .

OR

Click on  (the Close control icon) in the title bar (top right corner of the window).

2.3.3.2 Moving and Resizing Windows

In DAP, you move or size windows to view other open windows. You can move windows using the drag and drop method (Figure 2-18).

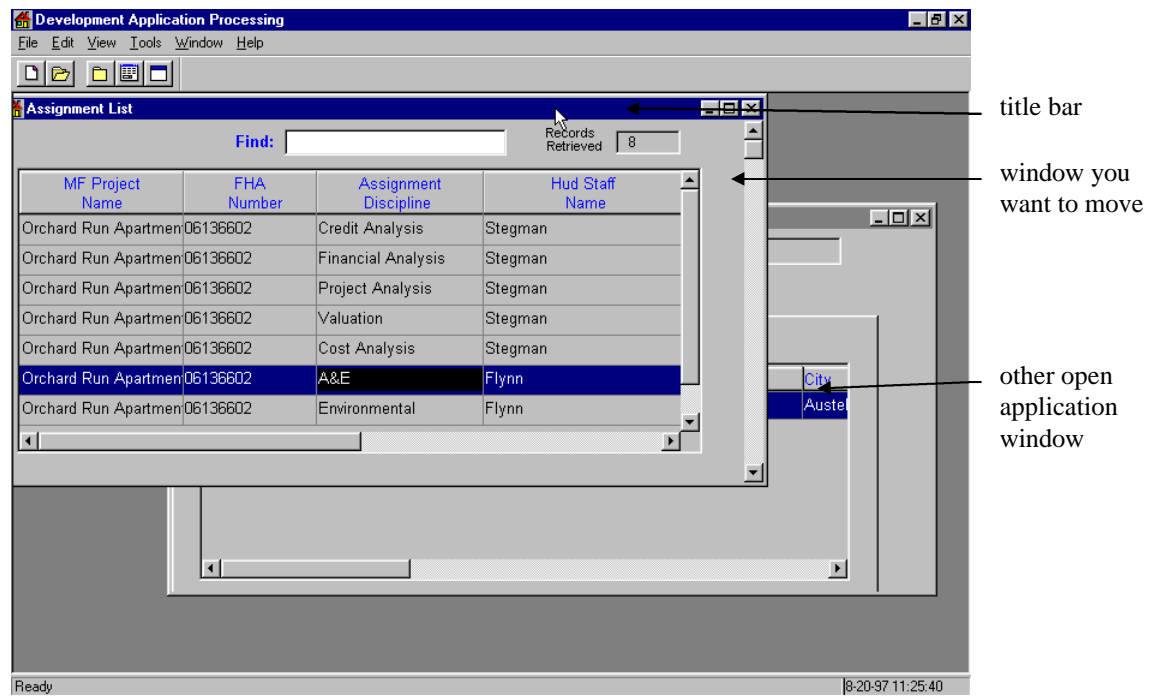


Figure 2-18. Moving Windows

To move a window:

1. Place the cursor on the title bar of the window you want to move.
2. Press and hold the left mouse button, and point to a new location on the window.

The pointer drags (or moves) the window to the new location.

3. Release the left mouse button to drop (or place) the window in its new location on the window.

To size a window:

1. Place your mouse pointer on the border of the window to be resized. The cursor changes to a double arrow (Figure 2-19).



Note: Figure 2-19 depicts a horizontally resized window. You also can resize a window vertically. If you select a corner of the window, the resizing arrow appears on a diagonal, indicating that you can simultaneously resize it both vertically and horizontally.

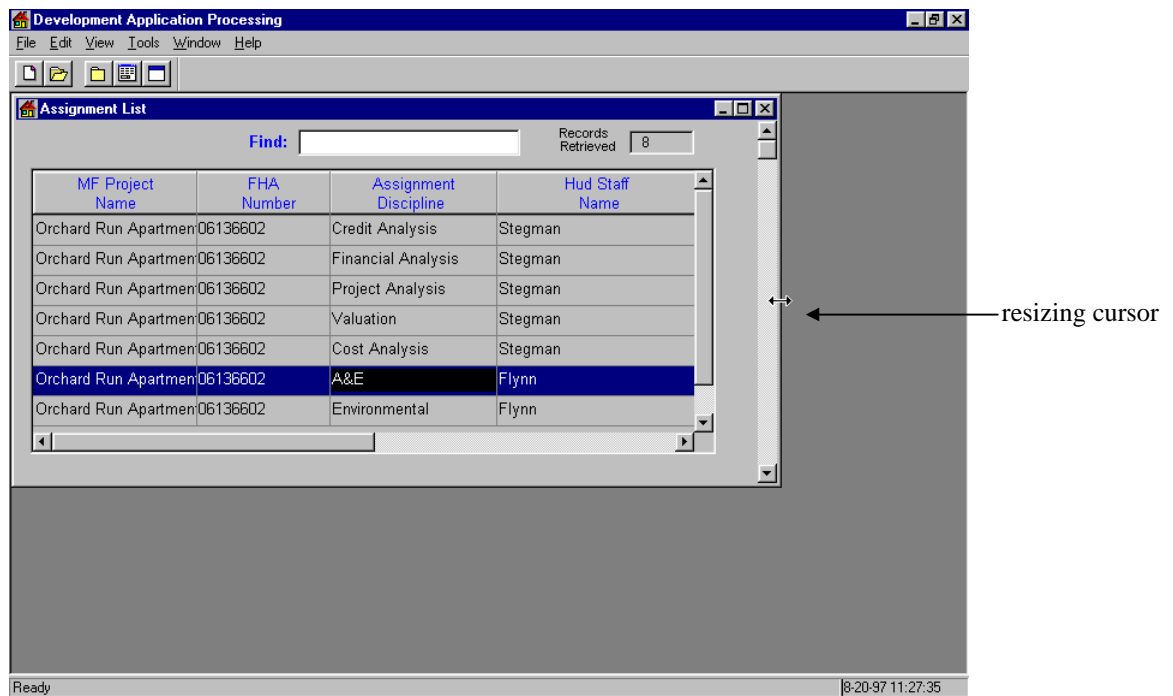


Figure 2-19. Resizing Window

2. Select the window border by pressing and holding the left mouse button.
3. Continue holding down the left mouse button, and drag the border of the window in the appropriate direction to resize it.
4. Release the mouse button to accept the new size.





OR

Continue holding the mouse button, and drag the border of the window to adjust the size again.

2.3.4 Changing the Monitor Display

The Development Application Processing (DAP) system uses graphical user interface (GUI) windows to display data and interact with you. The system is best viewed with a desktop area of 800 by 600 pixels. These windows are designed to be consistent with the functions of HUDware II to facilitate learning and use.

To change the display properties:

1. Click on  on your HUDware II desktop, and the Start menu displays.
2. Select **S**ettings from the Start menu, and a sub-menu displays.
3. Select **C**ontrol Panel from the sub-menu, and the **Control Panel** window displays.
4. Double click on the Display icon, and the **Display Properties** window opens.
5. Click on the Settings tab to display the available features.
6. Locate the Display Area section, and drag the **S**creen and **D**esktop arrows until they are set to 800 x 600.
7. Click on . A warning message prompts you to save your changes.
8. Click on  to save the new display properties, and the **Display Properties** displays.
9. Click on  to close the **Display Properties** window and return to the desktop.
10. Close the **Control Panel** window, and the desktop displays.
11. Restart Windows for the change to take effect.

2.4 Entering and Managing Data

DAP requires the use of a two-button mouse for entering and editing data. The left button selects items, words, and options in windows. The right button is a shortcut to displaying the pop-up **Edit** menu. The data entry components most frequently used in DAP are discussed in this section. The DAP information that you can view, enter, and edit will depend on your authorized level of access.

2.4.1 Entering Data

When DAP field names display in bold, data must be entered before you can proceed to another field or window. Usually a message displays letting you know which field needs an entry. Figure 2-20 shows data entry components that are often used in DAP.

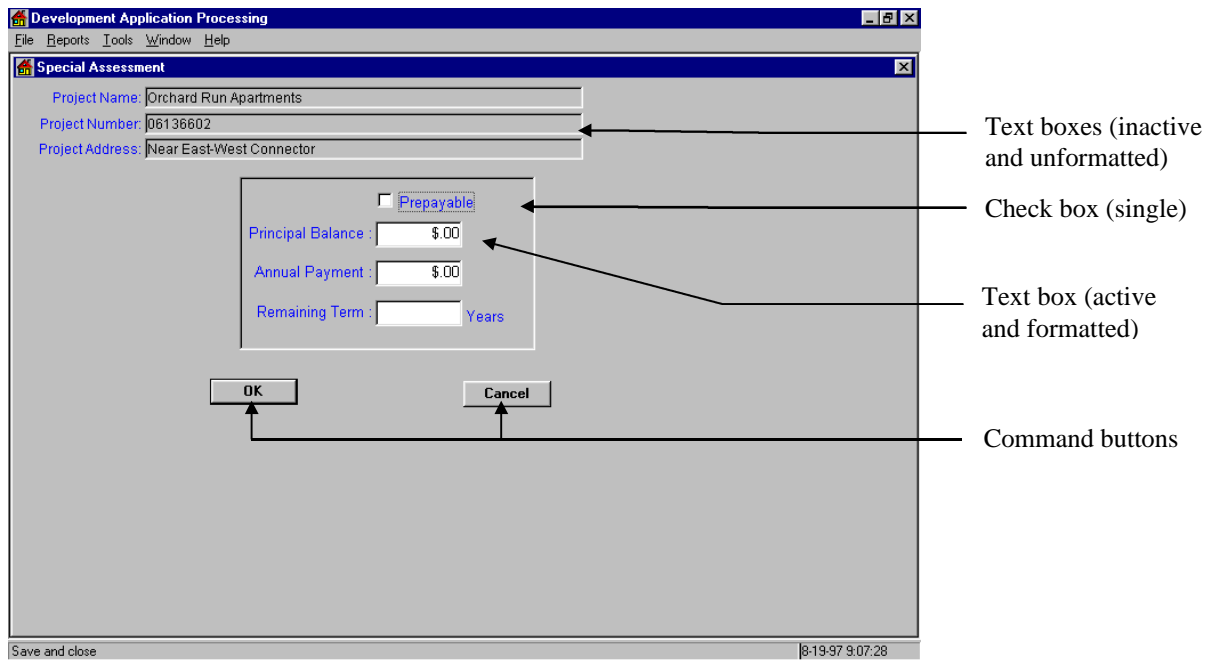


Figure 2-20. Data Entry Components

2.4.1.1 Text box

DAP uses three types of text boxes, as illustrated in Figure 2-20 above.

- **Active text box.** Displays in white and used to view, enter, edit and/or delete information. Click inside the text box to insert the cursor in the appropriate position.
- **Inactive text box.** Displays in gray and existing data may be viewed only.
- **Formatted and Unformatted text box.** Displays a format that must be used when entering the data. For example, a text box displaying “\$.00” indicates the amount entered must include cents.

2.4.1.2 Check box

The single check box (Figure 2-20) is used when the option is not a required field. Two or more check boxes are used when only one selection can be made. Multiple check boxes are often used when more than one item in a list can be optionally selected (e.g., selecting optional equipment to be included in the rent). When you click on a check box, a check mark (✓) appears in the box. Click on the box again to remove the check mark.

2.4.1.3 Radio buttons

Radio buttons (Figure 2-21) are used when you must make only one answer. After selecting the radio button, a dot displays inside the button.

2.4.1.4 Drop-down list box

The drop-down list box (Figure 2-21) contains a list of choices for a field. You must choose an item from the list and cannot type in a different choice. The drop-down arrow is located on the right side of the drop-down list box. Clicking on the drop-down list arrow displays the choices. Choose an item, and the drop-down list closes with your selection displayed in the appropriate field.

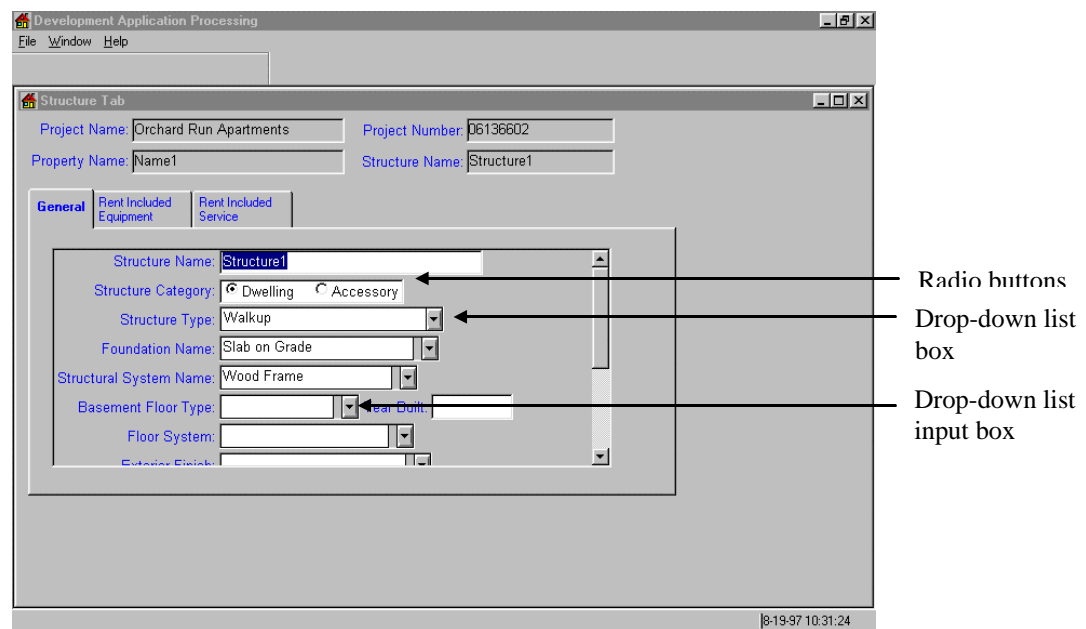


Figure 2-21. Types of Drop-down List Boxes

2.4.1.5 Drop-down list input box

The drop-down input box (Figure 2-21) allows you to either choose an item from the drop-down list or type information in the appropriate field. This box has a drop-down arrow that is detached from the right side of the drop-down input box. Click on the arrow to display the list of choices. Choose an item from the list, or click on the text box and enter a different choice.

2.4.2 Editing Data

Most active text fields in DAP can be edited, but inactive text fields cannot be changed. The functions that you perform will affect the active subsystem window that displays in the **DAP Main** window. This section describes how to select text and apply a menu option to it.

2.4.2.1 Select Edit Options

A few edit options are located directly on DAP windows (e.g., **Reset** on the **Application Search** window clears all of your search criteria so you can enter new criteria). This section covers the three main ways of accessing edit menu options. The active menu options that display will vary based on the subsystem window that is open.

- **Edit** menu: Most edit options are accessed from the menu bar on the **DAP Main** window. The active options in the **Edit** drop-down list varies based on the subsystem window that is open.
- **Edit** pop-up menu: Use your mouse to display this short-cut menu.
- **Toolbar**: You can use the icons located on the **DAP Main** window as a short cut to accessing options that are located in the **Edit** menu.

To select an option from the Edit menu:

1. Select the item that needs editing.
2. Click on the **Edit** menu title. The options display in a drop-down list.
3. Click on the appropriate option. The option is applied.

To select an option from the Edit pop-up menu:

1. Select the item that needs editing.



Figure 2-22. Edit Pop-up Menu

2. Click on the right mouse button. The **Edit** pop-up menu displays (Figure 2-22).
3. Click on the appropriate menu option. The pop-up menu closes, and the option is applied.

2.4.2.2 De-Select Edit Drop-Down List

After selecting the **Edit** drop-down list or the **Edit** pop-up menu , you may decide not to choose a menu option.

To close an Edit menus without selecting an option:

1. Display the **Edit** drop-down list or **Edit** pop-up menu.
2. Move the mouse pointer away from the drop-down list.
3. Click the left mouse button. The system closes the drop-down list.

2.4.2.3 Select and De-Select Data

As you execute different options and functions, the mouse pointer will change shape. The mouse pointer displays as an arrow when selecting objects or buttons, and changes to an “I” when selecting words.

To select one word:

1. Place the tip of the mouse pointer on the word.
2. Double-click the left mouse button quickly. The word is highlighted and now selected.

To select two or more words:

1. Place the mouse pointer at the beginning of the first word.
2. Press and hold the left mouse button, and move (or drag) the pointer to the end of the last word. The words will highlight as the pointer moves across them.
3. Release the mouse button. The words remain highlighted, and they are now selected.

To de-select a word(s):

1. Place the mouse pointer on the highlighted word(s).
2. Click the left mouse button one time. The word(s) is no longer highlighted or selected.

To select all data in a field:

1. Click on the data. The cursor displays.
2. Right click the mouse button. The **Edit** menu displays.
3. Click on **Select All** to highlight all data in the field. The **Edit** menu closes.
4. Right click the mouse button again. The **Edit** menu displays.
5. Select the appropriate edit option.

2.4.2.4 Copy and Paste Data

You can copy and paste in most text boxes. The number of characters allowed depends on each text box.

To copy and paste text:

1. Select the text you want to copy.
2. From the **E**dit menu, select **C**opy.
3. Place the cursor where you want to insert the text.
4. From the **E**dit menu, select **P**aste.

2.4.2.5 Drag and Drop Data

Dragging and dropping is another way to copy and paste data in DAP. The process involves copying a block of data from one field to another.


To copy by dragging and dropping:

1. Move the mouse pointer to the item you want to copy (the “copy from” field).
2. Press and hold the mouse button and drag (move) the pointer to the field receiving the copied data (the “copy to” field). The mouse pointer becomes a square.
3. Drop the data in the “copy to” field by releasing the left mouse button. The mouse pointer displays.
4. View the copied data by clicking on the “copy to” field.

2.4.2.6 Reset and Clear Data

When the reset option is available, it displays as a button on the applicable window. This option removes all data that you entered. The clear option removes a drop-down list selection. When you reset or clear a required field, be sure to re-enter data and save.

To reset all data fields:

1. Click on the  button. The data fields are now blank.
2. Enter new data and perform a function, or close the window.

To clear the drop-down list box:

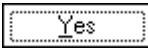
1. Double click on the drop-down list arrow to select the entry in the drop-down list box.
2. From the **E**dit menu, select **C**lear. The drop-down list box is now blank.



2.4.3 Deleting Data

Some active text fields or rows in DAP can be deleted, and most data entered in DAP fields can be deleted. Most inactive text fields, however, cannot be deleted from the system. In some instances, the system supplies a delete button or toolbar icon which allows the deletion of a specific function. This section talks about which fields can be deleted, how to delete the field, and how to select text and delete it by applying the edit pop-up menu option.

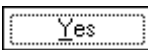
There are fields or rows in the DAP system that can be deleted. These fields exist as part of the system's structure, but can be deleted, by project, depending on the information available when entering the application. An example of this type of field is located on the Application Exhibits and Closing Exhibits tab(s), accessed from the Administration Application Tabs window.

To delete an Exhibit field or row:


1. From the **Administration Application Tabs** window, select either the Application Exhibits or Closing Exhibits tab.
2. Select the Application Exhibit or Closing Exhibit you want to delete.
3. Click the right mouse button, and the edit menu opens.
4. Select the **Delete** option, and the Confirm Delete message asks if you are sure you want to delete the item.
5. Click on  to delete the row and return to the Application Exhibits or the Closing Exhibits tab.


The Valuation subsystem provides a toolbar icon  and a **Delete Comparable** button for deleting Comparables, as well as the ability to use the edit pop-up menu option. Comparables can be added and deleted on the **Operating Expense Analysis** window, which is selected from the **Estimate of Annual Residential and Ancillary Expense** window, by using the edit pop-up menu option or the **Delete Comparable** button. You can only delete a comparable using the  after opening the comparable.

To delete a Valuation Comparable:


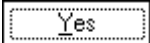
1. From the **Operating Expense Analysis** window, select the comparable you want to delete.
2. Click the right mouse button, and the edit menu opens.
3. Select the **Delete** option, and the Confirm Delete message asks if you are sure you want to delete the item.
4. Click on  to delete the comparable.

Alternative Option

Click on the  button to delete the comparable, and the Confirm Delete message asks if you are sure you want to delete the item.

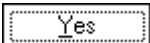
Click on  to delete the comparable.

To delete a Valuation comparable using the .

1. From the **Operating Expense Analysis** window, select the comparable you want to delete.
2. From the **File** menu, select **Open**, and the **Maintain Operating Analysis Expense** window displays.
3. Click on , and the Confirm Delete message asks if you are sure you want to delete the item.
4. Click on  to delete the comparable.

You can delete data entered in fields in the DAP system. Text data can be highlighted or selected and deleted using the edit pop-up menu option, or by using the backspace key. Numeric data can be highlighted or selected and deleted by using the backspace key to delete all entries including the dollar sign, or by using the '0' numeric key to 'zero out' the number, leaving the dollar sign.

To delete text data:

1. Highlight the data you want to delete.
2. Click the right mouse button, and the edit menu opens.
3. Select the **Delete** option, and the Confirm Delete message asks if you are sure you want to delete the item.
4. Click on  to delete the item.

To delete numeric data:

1. Highlight the numeric data you want to delete.
2. Press the backspace key to delete the data.


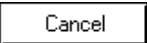
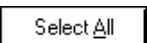
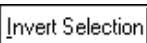

Alternative Option

Use the '0' numeric key to 'zero out' the data.

2.4.4 Restoring Data

Some data that has been deleted in the DAP system can be restored using the Restore feature. The Restore feature is activated when you click on the right mouse button, and the edit pop-up menu displays. The Restore feature is not available for all deleted data, and can only be used when you have not saved after deleting data. Once you delete data and save, the Restore feature becomes inactive.

The Restore window displays a Notes header with window area for deleted data, and five buttons:

-  button closes the Restore window and restores the selected data;
-  button closes the Restore window without restoring data.;
-  button allows you to select all deleted data if more than one line of deleted data displays;
-  button allows you to select and de-select deleted data; and the
-  button displays a windows help file.

To use the Restore feature:

1. Click the right mouse button, and the edit menu displays the Restore option.
2. Select the **Restore** option, and the Restore window displays (Figure 2-30).

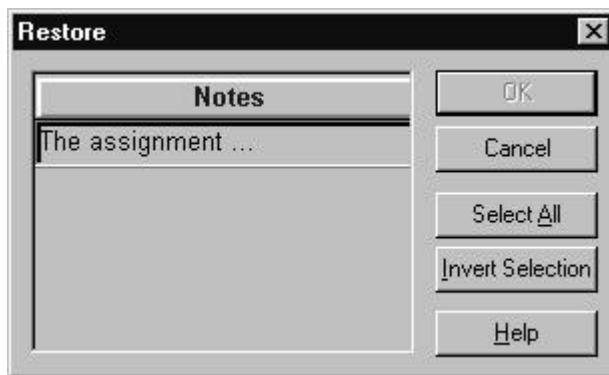



Figure 2-23. Restore Window

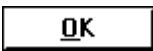
3. Select the text you want to restore.

Alternative Option

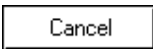
Select the  button to select all deleted data.

OR

Select the  button to de-select certain selected data.

4. Click on  to restore the data, and close the Restore window.

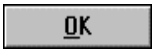

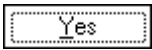
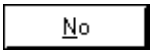
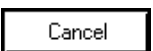
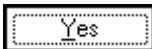
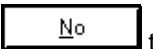
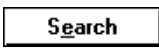
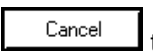

Alternative Option

Click on  without making selections, and close the Restore window.

2.4.5 Alternative Options for Command Buttons

The command buttons that display on windows and dialog boxes allow you to execute functions in DAP. When two or more command buttons are available, you can use one to proceed with executing your work and the other to perform a different action. The steps in this guide tell you when to select a command button to complete DAP work. Table 2-6 shows the alternate command buttons that you can optionally use.

Table 2-6. Alternative Options for Command Buttons.

When the next step is click . . .	You can optionally click . . .
 to execute a function (e.g., change project name or project status).	 to not complete the action.
 to save your work before executing another function (e.g., save before closing, save before exiting).	 to not save but still execute the next function. Or  to not save and not complete the next function.
 to exit DAP.	 to stay logged onto DAP.
 to search the database.	 to not search the database. Or  to delete your search criteria and optionally enter new search criteria.

2.5 Accessing DAP Online Help

The **H**elp menu (Figure 2-24) is a drop-down list with the option, **Help Topics** - opens the online Help file. The DAP Online Help provides explanations about many features and tips to assist you while using DAP. You may search for a topic using the Contents, Index, or Find by clicking on the appropriate title in the **Help Topics DAP** window.

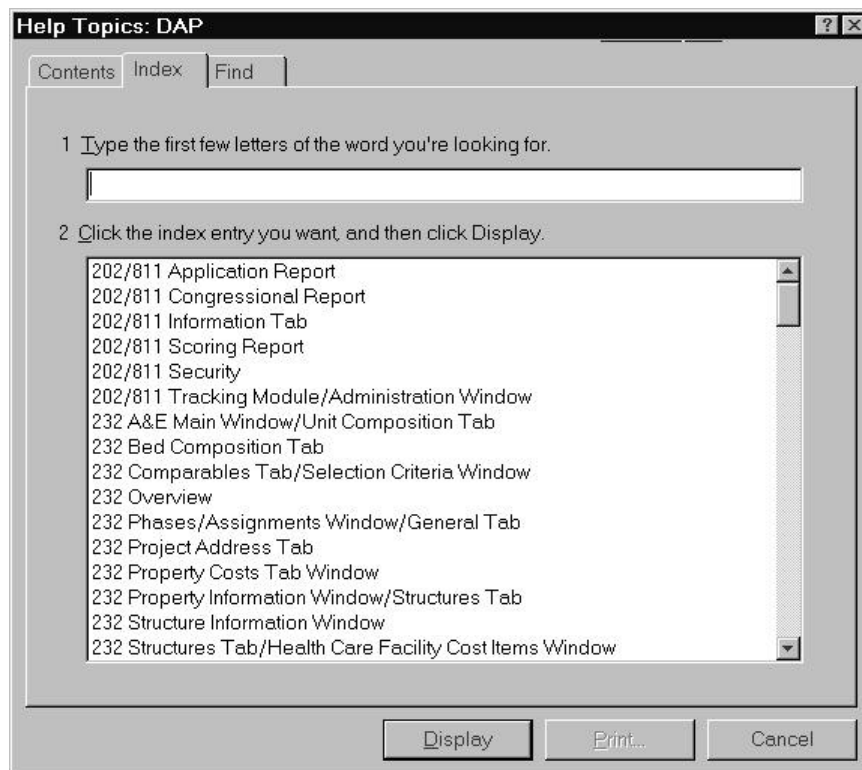


Figure 2-24. Help File

- **Contents** tab - a list of topics and procedures
- **Index** tab - an alphabetical list of topics.
- **Find** tab - search for a specific word and all related topics.

After displaying a topic, you will notice some words or phrases are colored green and underscored with a solid or dotted line. These items are linked to additional information that relates to the topic you have selected. Click on the green underscored word or phrase, and a pop-up window will display the related information. Click inside the pop-up window to close it.

To open the DAP online help:

1. Click on Help.
2. Click on **H**elp Topics. The **Help Topics: DAP** window displays.